

INTRODUCTION

Attached is the Office of Training and Human Resource Development's FY-2003 First Quarter Training Schedule.

We are conducting a pilot program of supplemental fees for selected courses. The fees will allow us to conduct additional course deliveries. Participants in the following courses will be assessed a \$100 per/day supplemental fee as follows:

Contract Administration for Technical Representatives (COR) (PRS17)	3-days=\$300.00
CSRS/FERS Retirement Preparation Seminar	3-days=\$300.00
Program Management Overview (PGM01)	5-days=\$500.00
Federal Budgeting Process (PMMS11)	4-days=\$400.00

This fee will apply immediately.

A completed SF-182, "Request, Authorization, Agreement, and Certification of Training" form including approval signatures must be submitted to the Office of Training and Human Resource Development no later than 30 days prior to course start date. These SF-182's may be faxed to the program registrar at (202) 287-1658. For more information, please contact your training coordinator.

For additional information, not available in this schedule, please contact the appropriate individual below:

Logistical and schedule information	Dee Campos, Program Registrar.....(202) 287-1988
Program or course content information	Jackie Battle, Program Coordinator.....(202) 287-1583
Retirement Preparation Seminar	Peggy Robinson, Program Coordinator.....(202) 586-2591
Course development & customization	Cheri Dent, Program Manager.....(202) 287-1635

OFFICE OF TRAINING AND HUMAN RESOURCE DEVELOPMENT
FY-2003 First Quarter Training Schedule

DATE	CHRIS CODE	SESSION #	LOCATION	COST
<i>ACQUISITION AND ASSISTANCE SERIES</i>				
<p>Contract Administration For Technical Representative (PRS17) - 3 Days Designed for employees who have valuable technical or functional expertise but little formal training in procurement, who need to know what to do when tasked to be Contracting Officer's Representative (COR) on a DOE non-M&O prime contract. Topics include: authorities and responsibilities; ethics; communicating with the contracting officer; understanding the contract; contract planning; modifying contracts; ratifying contracts; issuing task orders; exercising contract options; evaluating contractor performance; handling performance problems; completing the contract; and contract termination.</p> <p>Recommended prerequisite(s): none Target participants: personnel tasked to be CORs who need the required 24 hours of formal training</p>				
September 10-12, 2002	000058	0036	Bldg. 950, Room 710	\$300.00
<p>Acquisition Management for Technical Personnel (PRS16) - 5 Days This course is intended for a non-procurement audience. The course is ideal for program and project personnel involved in generating procurement requests or participating in source selection activities. Participants will receive a solid foundation in the processes and applications of acquisition activities that happen before a contract is awarded. Topics include: ethics; contracting methods; types of contracts; pre-award process; contract administration; and trends in Government contracting.</p> <p>Recommended prerequisite(s): none Target participants: program and project personnel</p>				
October 7-11, 2002	000145	0010	TBD	No Cost

OFFICE OF TRAINING AND HUMAN RESOURCE DEVELOPMENT
FY-2003 First Quarter Training Schedule

DATE	CHRIS CODE	SESSION #	LOCATION	COST
<p style="text-align: center;"><i>PROGRAM AND PROJECT MANAGEMENT SERIES</i></p> <p>Program Management Overview (PGM01) - 5 Days This course is designed to help all DOE employees understand key concepts about how DOE programs are managed. It should be taken before other courses in the Program Management series. Participants will receive basic education in DOE strategic planning, budgeting, execution, evaluation and control. Topics include: history of DOE; current and emerging DOE management principles; planning concepts for DOE success; DOE's strategic planning and budget process (the DOE Strategic Management System); multi-year program planning; DOE strategic decision windows; DOE budget and allocation process; Congressional authorization and appropriations process; and program execution, control, and evaluation.</p> <p>Recommended prerequisite(s): none Target participants: all DOE employees</p>				
October 7-11, 2002	000235	0011	Bldg. 950, Room 710	\$500.00
<p>Federal Budgeting Process in DOE (PMMS11) - 4 Days This course is designed for experienced program and project managers who wish to acquire a working knowledge of DOE's financial and managerial systems needed to accomplish the Department's budgeting and accounting processes. Processes include preparing, reviewing, presenting, and defending budget submissions. Foundation skills are taught in this course that are required to manage a DOE project through its financial life cycle, including managing the flow of funds to programs and projects, validating and funding projects, and resource and funding programs.</p> <p>Recommended prerequisite(s): PGM01 or PMC10 Target participants: experienced program and project managers</p>				
October 15-18, 2002	000412	0008	Bldg. 950, Room 710	\$400.00

OFFICE OF TRAINING AND HUMAN RESOURCE DEVELOPMENT
FY-2003 First Quarter Training Schedule

DATE	CHRIS CODE	SESSION #	LOCATION	COST
<p>Program Planning (PGM02) - 5 Days This course provides participants with an in-depth look at DOE's planning process. Program managers with responsibility for preparing DOE planning documents will gain hands-on experience in this course. Particular emphasis is placed on the relationship of mid-range plans to DOE's strategic planning and the budgeting process. Topics include: orientation to planning; strategic planning concepts; DOE's strategic planning and budget process (the DOE Strategic Management System); DOE strategic plans; DOE multi-year program plans; performance indicators; information resources management; DOE crosscut plans; risk management; and force field analysis.</p> <p>Recommended prerequisite(s): PGM01 Target participants: DOE program managers</p>				
November 4-8, 2002	000087	0004	Bldg. 950, Room 710	No Cost
<i>CONTINUING EDUCATION SERIES</i>				
<p>DOE Oversight of Contractor Human Resource Management Programs (PRCE09) - 4 Days This course introduces participants to DOE's requirements for, and oversight of, contractor human resource management. Through instruction and exercises, participants gain the skills and knowledge necessary to: describe the essential principles and concepts of the human resource discipline, as practiced by DOE; identify the DOE contractor's requirement for human resource management, including processes, responsibilities, and cost allowability criteria; and demonstrate an understanding of the human resource management performance requirements in the functional area in which they respond and interact with DOE project management staff and contractors.</p> <p>Recommended prerequisite(s): none Target participants: Both DOE human resource and contract management team personnel</p>				
October 22-25, 2002	000458	0006	Bldg. 950, Room 710	No Cost

OFFICE OF TRAINING AND HUMAN RESOURCE DEVELOPMENT
FY-2003 First Quarter Training Schedule

DATE	CHRIS CODE	SESSION #	LOCATION	COST
<p>Types of Contracts (PRCE04) - 2 Days This course introduces participants to the various types of contracts employed by DOE. It discusses the aspects of consideration of cost risks in selection decisions, and describes the methods of utilizing fixed price economic price adjustment contracts. Participants gain knowledge of structuring and applying incentives pricing and award fee pricing arrangements.</p> <p>Recommended Prerequisite(s): none Target Participants: recommended as an introductory overview course for program and project personnel, or a refresher for previously trained procurement personnel</p>				
October 24-25, 2002 CAREER INTERN PROGRAM PARTICIPANTS	000227	0003	FORS Bldg., Room GH-019	No Cost
<i>INTERDISCIPLINARY SERIES</i>				
<p>Changing Dimensions of DOE (PSIN22) - 4 Days This course is designed to provide the participant with knowledge of DOE's changing priorities and to provide an opportunity for active participation in DOE's future. Topics for the sessions include: managing for results in DOE; quality focus; environmental priorities; organizational initiatives; laboratory relationships; public policy process; Congressional policy perspectives; exploration of Capitol Hill; performance management; techniques for positive change in DOE,; and developing action plans. Workshops include: Preparing for Change, Planning for Change; and Group Feedback.</p> <p>Recommended prerequisite(s): none Target participants: employees at the GS-9 through GS-14 level</p>				
October 29-November 1, 2002 CAREER INTERN PROGRAM PARTICIPANTS	000089	0006	Bldg. 950, Room 710	No Cost

OFFICE OF TRAINING AND HUMAN RESOURCE DEVELOPMENT
FY-2003 First Quarter Training Schedule

DATE	CHRIS CODE	SESSION #	LOCATION	COST
<i>HEADQUARTERS TRAINING</i>				
CSRS/FERS Retirement Preparation Seminar (HQ231) - 3 Days This course is designed to stimulate positive thinking toward proper planning for post-retirement years. Emphasis will be placed on advanced pre-retirement planning rather than specific retirement benefits. This seminar will cover: CSRS and FERS benefits; health benefits; life insurance; the Thrift Savings Plan; estate planning; financial planning; tax and legal issues; health and fitness or health considerations; social security benefits and medicare; and life after retirement. Recommended Prerequisite(s): none Target Participants: open to all DOE employees (CSRS and FERS) (employees 5 years from retirement) and their spouses (attendance of a spouse must be noted on the Standard Form 182, Block 16)				
September 10-12, 2002	000033	0020	FORS Bldg., Room 1E-245	\$300.00
October 21-23, 2002		0021	GTN Bldg., Room A-453	
November 13-15, 2002		TBD	TBD	
December 4-6, 2002		TBD	TBD	